THE HIDDEN FEATURES OF SPELL!

There are seven special features hidden within the five programs that make up **SPELL!**. They are designed to allow parents and teachers to control such things as difficulty level and the speed at which the words are displayed.

They can be used whenever the words ***Press the spacebar*** are displayed on the screen. Simply hold down the Control key and press the H *(for Help)* key. The features, and the keys you should press in order to use them, are:

Option	Press keys	What it does
Case	Control+C	Lets you choose how the words are displayed – and how they must be typed in. There are three choices: **C** – CAPITAL LETTERS **L** – lower case letters **B** – Both If you choose **B** the word is displayed exactly as it is in the word list. This makes it ideal for checking things like people's names. As there are some of these in the words supplied – which are based on popular reading schemes used in schools – all the programs start in this mode.
Difficulty	Control+D	Gives you the chance to adjust the challenge the program offers.These are the levels you can select from: **In a flash** has four levels. On the first the word stays on the screen while it is copied. On the others it disappears after a short time – it is displayed longest on Level 2. **Rocket** has four levels and they determine how many times you are allowed to type incorrect letters. **Lunar buggy** has two levels. In the first the buggy stops before falling over the edge of the cliff, so it doesn't matter how fast the word is typed. The higher level is a test of speed as well as spelling. **All mixed up** has four Levels and they determine how much help you can get. On Levels 1 to 3 press the spacebar to re-mix the letters. On Levels 1 and 2 press the Copy key for part of the answer. **Conveyor belt** has 10 levels and they determine how many words you have to remember. *All the programs start on Level 2.*
Help	Control+H	Lets you see all the options that are available using the Control key plus a letter.
Load	Control+L	Lets you load a new word list.
Sound	Control+S	Turns the sound on if it's off and vice-versa.
Timer	Control+T	Lets you add a time limit to the challenge. Choose between off and nine speed levels. All the programs except Lunar Buggy start with the timer off.
Name and Age	Control+N	Lets you alter the child's name and the recommended age of the words that will be selected. Use this feature to adjust the difficulty of the words, even if it means entering an age that is not the true age of the child.

As words are loading you can press Q at any time you think there are sufficient words in the computer's memory.

NOTES FOR PARENTS AND TEACHERS

The 5,000 words that come with Spell! are split into categories covering a range of common spelling problems. They are also graded to show their suitability for different age groups.

It is possible for a category to be picked which does not contain words considered appropriate for the user's age. In such a case this message will appear: *You may find the list you have chosen includes words too easy/hard for your age.* You can either press the spacebar to continue or press Escape to select another list.

The teaching of spelling goes hand in hand with the teaching of reading. For children to be able to spell correctly they need to have a basic grounding in the understanding of word sounds. It would be impossible to learn the average adult vocabulary of 10,000 words by repetition alone. The word lists with **SPELL!** have been designed with the following points in mind.

Children need to be aware of the sounds made by each consonant and vowel. Also they need to know how a sound changes when two or more consonants are blended together – like *br* or *ch* – or when an *e* is added to the end of a three letter word, such as turning *car* into *care*. This is the rule known as Magic E. Add to this the different combinations of double vowels that are possible – not just *oo* but *oa* – and it is easy to see why so many children and adults have problems with the English language and spelling.

English also has silent letters, as the *k* in *know*, and many ways of spelling the same sound – *ough* is especially difficult to learn. The *Word families* category will help to cope with different verb and noun endings. There are also other rules that involve similar sounding words. These are all incorporated into the design of **SPELL!** Due to the vast number of irregularities there are many spellings which must be learnt by heart. However, the majority can be accurately guessed by learning the simple rules built upon in this program. To make the most of the skills taught in **SPELL!** you need to use the traditional method of asking children to spell a word out aloud. This program doesn't attempt to do this: it is where the caring parent or teacher comes in.